



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue

August 18, 2026

8:15 AM

AGENDA

CALL TO ORDER

1. Roll Call

PUBLIC COMMENT

APPROVAL OF MINUTES

- [2.](#) Special Meeting Minutes - July 28, 2026

FINANCIALS

- [3.](#) June Revenue & Expense Report

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- [4.](#) Board Appointment Renewals
- [5.](#) Facade Grant Program Revisions
- [6.](#) The Depot Planning Proposal

CITY COMMENTS & REPORTS

7. City Software Updates
8. Downtown Day | Saturday, September 26th
- [9.](#) Efficiency United Rebate & Incentive Programs
10. MDA Upper Peninsula Workshop
- [11.](#) Rocking For Bay | Saturday, August 29, 2026
- [12.](#) Updates to the ORV Ordinance

BOARD COMMENTS & REPORTS

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 08-14-2024 | Patricia West, DDA Director | pwest@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from DDA By-Laws & Rules of Procedure)

G. Public Comment

1. During this portion of the agenda, a member of the audience may address the DDA, including items that were not scheduled on that agenda.
2. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING

City Hall Chambers – 1100 Delta Avenue
July 28, 2026
8:15 AM

MINUTES

CALL TO ORDER

DDA Chairperson, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker (Arrived at 8:17 AM)	Nathan Neumeier (Excused)
Jacob Taylor	
Jay Bostwick	
Jason Lippens	
Joe Thompson	
Kyle Closs (Arrived at 8:17 AM)	
Robert LeDuc	
Parker Grzybowski	

PUBLIC COMMENT

Morgan Frappier, Manager of the Dew Drop Family Restaurant, reiterated comments made at the previous meeting regarding the impact of food trucks on her employer and on her personal circumstances.

Brooke Johnson, owner of the Gladstone Dairy Flo, spoke as a follow-up to her statement made at the July 21, 2026 meeting. She stated that her business experienced positive sales during the Farmers Market from 3:00 p.m. to 6:00 p.m. the previous evening. She also discussed previous concerns regarding road closures and communication related to road closures and food truck scheduling, noting that she had since reviewed the remaining food truck schedule for the market season and expressed confidence in her ability to continue those discussions with the involved parties.

A statement was read by Patricia West on behalf of Amanda Phillips, who was unable to attend the meeting. The statement addressed concerns regarding food trucks operating in the downtown, the economic impact of recent minimum wage legislation, the Dew Drop Family Restaurant's community fundraising efforts, parking availability in the downtown, a follow-up request regarding the Michigan Municipal League, and concerns related to the conduct of the Board and staff at the previous meeting.

APPROVAL OF MINUTES

Motion made by Closs, seconded by Taylor to approve the regular meeting minutes of May 26, 2026, June 16, 2026, July 21, 2026.

Voting Yea: Becker, Taylor, Lippens, Closs, LeDuc, Grzybowski

MOTION CARRIED.

2. Regular Meeting Minutes - May 26, 2026
3. Regular Meeting Minutes - June 16, 2026
4. Regular Meeting Minutes - July 21, 2026

FINANCIALS

5. May Financial Reports

West provided an overview of the May financial reports.

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

6. Rocking For Bay | Waiving Market Square Rental Fee

Motion made by Becker, seconded by Closs to waive the Market Square Rental Fee for the Rocking For Bay fundraiser event on August 29th, 2026.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

7. Future Business After Hours

Motion made by Closs, seconded by Taylor to direct staff to begin planning for the Downtown Development Authority to serve as the lead organizer of Business After Hours beginning in 2027, in coordination with the Delta County Chamber of Commerce and other community partners.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

8. Recommendation to Update Chapter 10 - Businesses (Mobile Food Vendor)

Motion made by Taylor, seconded by Grzybowski to direct staff to work with the City Clerk to prepare proposed amendments to Chapter 10 (Businesses) of the City Code establishing a modern regulatory framework for mobile food vendors and to return with a draft ordinance amendments and a companion Downtown Mobile Food Vendor Policy for future consideration by the Downtown Development Authority.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

9. Buy Nearby Promotional Campaign (October 2-4)

Motion made by Grzybowski, seconded by Becker to approve the City of Gladstone DDA's participation in the Michigan Retailers Association's Buy-Nearby Weekend promotional campaign for October 2-4, 2026, and authorize staff to coordinate marketing efforts and business outreach in support of the initiative.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

10. Michigan Downtown Association Workshop | Marquette Township Hall

Item 2.

Jay Bostwick, Parker Grzybowski, and Kyle Closs were the three DDA board members identified to attend the Michigan Downtown Association's Workshop at the Marquette Township Hall on August 6, 2026. Rob Spreitzer, Samantha Gaudino, and Patricia West also plan to be in attendance.

11. The Great Gladstone Harvest Fest

Motion made by Closs, seconded by LeDuc to authorize staff to coordinate and promote The Great Gladstone Harvest Fest on Sunday, October 25, 2026, including partnerships with participating businesses and organizations to facilitate the Harvest Market, downtown trick-or-treating, free pumpkin giveaway, and related seasonal activities with a budget of up to \$1000.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

12. Veteran Affairs Capture Discussion

Motion made by Closs, seconded by Thompson to table the discussion while expressing a willingness to revisit the matter if a representative of the affected taxing jurisdiction initiates the request.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MOTION CARRIED.

CITY COMMENTS & REPORTS

In addition to the items below, Gaudino shared that the author, J.L. Hyde, will be conducting a book signing at the Farmers Market on August 3rd.

13. Facade Grant Subcommittee

West shared that the Facade Grant Subcommittee will convene in the coming weeks in preparation for the 2026 funding round.

14. "The Depot" Updates

The DDA Director provided an update that Dynamic Designs has prepared three conceptual site plan layouts for the property. A more thorough discussion regarding the project's direction and anticipated progression over the coming year is expected at the August meeting.

BOARD COMMENTS & REPORTS

Closs recognized the efforts of the TV6 Around Town promotion campaign.

ADJOURNMENT

Motion made by LeDuc, seconded by Thompson to adjourn at 9:04 AM ET.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Thompson, Closs, LeDuc, Grzybowski

MEETING ADJOURNED.

BALANCE SHEET REPORT FOR CITY OF GLADSTONE

Balance As of 06/30/2026

Item 3.
 YTD 06/30/2026
 Normal (Abnormal)

GL Number	Description	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY		
*** Assets ***		
248-000-001.000	CASH	114,278.75
248-000-017.001	INVESTMENTS IN MI CLASS	262,996.88
248-000-055.000	ACCRUED INCOME	182.70
248-000-136.000	BUILDINGS	26,732.58
248-000-137.000	ACCUMULATED DEPRECIATION	(1,336.63)
Total Assets		402,854.28
*** Liabilities ***		
248-000-216.000	REVENUE COLLECTED IN ADVANCE	700.00
248-000-257.000	ACCRUED PAYROLL	259.28
Total Liabilities		959.28
*** Fund Equity ***		
248-000-390.000	FUND BALANCE	309,988.86
Total Fund Equity		309,988.86
Total Fund 248:		
TOTAL ASSETS		402,854.28
BEG. FUND BALANCE - 25-26		309,988.86
+ NET OF REVENUES/EXPENDITURES - 25-26		126,884.84
+ NET OF REVENUES & EXPENDITURES		(34,978.70)
= ENDING FUND BALANCE		401,895.00
+ LIABILITIES		959.28
= TOTAL LIABILITIES AND FUND BALANCE		402,854.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 06/30/2026
% Fiscal Year Completed: 24.93

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 06/30/2026 Incr (Decr)	YTD Balance 06/30/2026 Norm (Abnorm)	Available Balance 06/30/2026 Norm (Abnorm)	% Bdg't Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Revenues							
Department: 000 REVENUE							
248-000-437.001	CITY CAPTURE	284,970.00	284,970.00	0.00	0.00	284,970.00	0.00
248-000-437.005	BAY COLLEGE CAPTURE	61,579.00	61,579.00	0.00	0.00	61,579.00	0.00
248-000-437.009	DELTA COUNTY CAPTURE	93,566.00	93,566.00	0.00	0.00	93,566.00	0.00
248-000-437.013	DC ROAD PATROL CAPTURE	24,172.00	24,172.00	0.00	0.00	24,172.00	0.00
248-000-437.015	COMM ACTION CAPTURE	14,874.00	14,874.00	0.00	0.00	14,874.00	0.00
248-000-437.019	911 DISPATCH CAPTURE	14,006.00	14,006.00	0.00	0.00	14,006.00	0.00
248-000-437.021	DATA CAPTURE	11,270.00	11,270.00	0.00	0.00	11,270.00	0.00
248-000-437.023	DC RECYCLING CAPTURE	5,577.00	5,577.00	0.00	0.00	5,577.00	0.00
248-000-437.025	DELTA COUNTY JAIL BOND CAPTURE	11,833.00	11,833.00	0.00	0.00	11,833.00	0.00
248-000-437.026	VETERANS AFFAIRS CAPTURE	1,864.00	1,864.00	0.00	0.00	1,864.00	0.00
248-000-540.000	GRANT REVENUE	0.00	0.00	0.00	26,500.00	(26,500.00)	100.00
248-000-642.000	DDA FACADE OWNER'S MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-000-665.000	INTEREST REVENUE	9,820.00	9,820.00	854.47	3,295.21	6,524.79	33.56
248-000-666.001	LIABILITY & PROP INS REIMBURSEMENT	50.00	50.00	41.65	41.65	8.35	83.30
248-000-675.006	FARMERS MARKET--VENDOR FEES	2,750.00	2,750.00	900.00	1,375.00	1,375.00	50.00
248-000-675.007	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-000-675.008	FARMERS MARKET--SQUARE RENTAL FEES	200.00	200.00	0.00	0.00	200.00	0.00
248-000-699.390	TRANSFER FROM FUND BALANCE	45,029.00	45,029.00	0.00	0.00	45,029.00	0.00
Total Dept 000 - REVENUE		609,060.00	609,060.00	1,796.12	31,211.86	577,848.14	5.12
Revenues		609,060.00	609,060.00	1,796.12	31,211.86	577,848.14	5.12
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-702.000	WAGES-FULLTIME EMPLOYEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-702.101	DPW BENEFITS	3,000.00	3,000.00	528.62	528.62	2,471.38	17.62
248-537-703.000	SALARIES	16,048.00	16,048.00	2,645.01	5,633.17	10,414.83	35.10
248-537-704.000	WAGES-PART TIME EMPLOYEES	11,500.00	11,500.00	2,116.26	4,656.25	6,843.75	40.49
248-537-708.000	UNEMPLOYMENT	125.00	125.00	1.27	2.80	122.20	2.24
248-537-709.000	FICA 6.2%	4,638.00	4,638.00	332.41	659.95	3,978.05	14.23
248-537-711.000	MEDICARE 1.45%	923.00	923.00	77.73	154.32	768.68	16.72
248-537-716.000	DEFINED CONTRIBUTION PENSION PLAN EX	4,636.00	4,636.00	389.62	718.31	3,917.69	15.49
248-537-724.000	SICK PAY	383.00	383.00	0.00	0.00	383.00	0.00
248-537-728.000	MSA EMPLOYER EXPENSE	1,865.00	1,865.00	124.37	222.83	1,642.17	11.95
248-537-734.000	MEMBERSHIP & DUES	425.00	425.00	0.00	0.00	425.00	0.00
248-537-735.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
248-537-736.000	TRANSPORTATION & LODGING	1,000.00	1,000.00	2,484.19	2,583.72	(1,583.72)	258.37
248-537-751.000	MATERIALS & SUPPLIES	750.00	750.00	116.02	264.76	485.24	35.30
248-537-751.011	BEAUTIFICATION PURCHASES	5,800.00	5,800.00	0.00	135.79	5,664.21	2.34
248-537-751.012	SOCIAL DISTRICT PURCHASES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-537-751.013	STREETSCAPE ENHANCEMENTS/INVENTORY	23,500.00	23,500.00	0.00	0.00	23,500.00	0.00
248-537-751.014	PERMANENT CHRISTMAS TREE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-537-754.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00
248-537-756.000	COMPUTER	1,300.00	1,300.00	57.93	116.35	1,183.65	8.95
248-537-757.000	COPIES	1,750.00	1,750.00	785.26	785.26	964.74	44.87
248-537-760.000	EQUIPMENT RENTALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-537-761.000	GENERAL FUND ADMINISTRATIVE FEES	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00
248-537-761.003	GENERAL FUND CONCIERGE FEES	15,000.00	15,000.00	0.00	20,800.00	(5,800.00)	138.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF GLADSTONE

Balance As of 06/30/2026
% Fiscal Year Completed: 24.93

Item 3.

GL Number	Description	26-27 Original Budget	26-27 Amended Budget	Activity For 06/30/2026 Incr (Decr)	YTD Balance 06/30/2026 Norm (Abnorm)	Available Balance 06/30/2026 Norm (Abnorm)	% Bdg Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Account Category: Expenditures							
Department: 537 ADMINISTRATIVE							
248-537-762.000	INTEREST EXPENSE	15,313.00	15,313.00	0.00	0.00	15,313.00	0.00
248-537-800.000	CONTRACTED SERVICES	7,590.00	7,590.00	0.00	0.00	7,590.00	0.00
248-537-802.000	LEGAL FEES	750.00	750.00	0.00	0.00	750.00	0.00
248-537-803.000	AUDIT FEES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
248-537-804.000	ENGINEERS & ARCHITECT FEES	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
248-537-808.000	TELEPHONE	840.00	840.00	56.23	149.57	690.43	17.81
248-537-813.000	CREDIT CARD FEES	0.00	0.00	0.00	2.01	(2.01)	100.00
248-537-819.000	FACADE GRANT PROGRAM	32,491.00	32,491.00	0.00	2,500.00	29,991.00	7.69
248-537-819.001	FACADE GRANT PROGRAM OWNERS MATCH	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-537-880.000	SPONSORSHIPS	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	50.00
248-537-880.001	CHRISTMAS CELEBRATION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-537-880.003	FARMERS MARKET	6,500.00	6,500.00	2,874.71	2,654.07	3,845.93	40.83
248-537-880.004	FARMERS MARKET--FOOD ASSISTANCE PROG	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-537-880.009	DOWNTOWN DAY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
248-537-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
248-537-910.000	INSURANCE LIABILITY	150.00	150.00	0.00	50.00	100.00	33.33
248-537-970.003	CAPITAL OUTLAY--TRASH ENCLOSURES	7,500.00	7,500.00	0.00	326.60	7,173.40	4.35
248-537-970.005	CAPITAL OUTLAY--FARMERS MRKT STRUCTU	25,000.00	25,000.00	1,346.18	1,346.18	23,653.82	5.38
248-537-970.008	CAPITAL OUTLAY--THE DEPOT	70,000.00	70,000.00	900.00	900.00	69,100.00	1.29
248-537-991.010	9TH STREET BOND PAYMENT	227,000.00	227,000.00	0.00	0.00	227,000.00	0.00
248-537-991.011	NORTHSHORE LOAN PAYMENT	45,933.00	45,933.00	0.00	0.00	45,933.00	0.00
Total Dept 537 - ADMINISTRATIVE		609,060.00	609,060.00	15,835.81	66,190.56	542,869.44	10.87
Expenditures		609,060.00	609,060.00	15,835.81	66,190.56	542,869.44	10.87
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		609,060.00	609,060.00	1,796.12	31,211.86	577,848.14	5.12
TOTAL EXPENDITURES		609,060.00	609,060.00	15,835.81	66,190.56	542,869.44	10.87
NET OF REVENUES & EXPENDITURES:		0.00	0.00	(14,039.69)	(34,978.70)	34,978.70	



Board:	<u>Downtown Development Authority</u>
Agenda Date:	<u>August 18, 2026</u>
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

DDA Board Term Expirations

Background:

The terms of DDA Board members Jay Bostwick, Parker Grzybowski, and Jacob Taylor are up for renewal. DDA Board appointments are for four-year terms. If reappointed, each member's new term would extend through May 2030.

Fiscal Effect:

N/A

Supporting Documentation:

N/A

Recommendation:

Motion to recommend to the Mayor the reappointment of Jay Bostwick, Parker Grzybowski, and Jacob Taylor to the Gladstone Downtown Development Authority Board for four-year terms expiring May 2030, subject to approval by a majority vote of the members-elect of the City Commission.



Board:	<u>Downtown Development Authority</u>
Agenda Date:	<u>August 18, 2026</u>
Presenter:	<u>Patricia West</u>

Staff Report

Agenda Item Title:

Façade Grant Program Revisions

Background:

DDA Façade Grant Subcommittee member Dan Becker and DDA Director Patricia West met on August 12 to review the Façade Grant Program in preparation for the next application cycle, scheduled to open September 1. Based on feedback received from the Michigan Municipal League and limited successful project outcomes in recent application cycles, revisions to the program are being considered to improve accessibility and effectiveness.

Proposed revisions include capping individual grant awards at \$5,000, eliminating the lien requirement, changing the required match from 50/50 to 25% applicant/75% DDA, and requiring grant funds to be disbursed on a reimbursement basis rather than allowing applicants to draw directly from the grant award.

Staff is currently working with legal counsel to review these proposed changes and confirm that they are appropriate and permissible prior to implementation.

Fiscal Effect:

Approximately \$22,000 is available for the Façade Grant Program through the end of the current fiscal year, March 31, 2027.

Supporting Documentation:

Draft of Proposed Façade Grant Program

Recommendation:

Motion to recommend approval to the Gladstone City Commission for the proposed revisions outlined in the Façade Grant Program, subject to review and approval by legal counsel.

The Delta Avenue business district is also very long, and the local market is unlikely to ever support full occupancy of this corridor with business uses. The zoning and incentive strategy should require commercial occupancy only in a focused area—e.g., the blocks between 7th and 11th Streets along Delta Avenue—with the remainder of the district having the flexibility to be used for commercial, residential, or mixed-use. This will open more pathways for property owners to invest in development, and residential options will support business owners with more customers at their doorstep. Regardless of use, sites and buildings should be designed to support a main street environment, featuring small setbacks, parking accessed only from the alley, etc.

Recommendations

Short Term (<1 year)

Implement planned CBD zoning on Delta Avenue.

The current “B-2” zoning assigned to downtown Gladstone is a poor fit for a walkable main street area and may be inhibiting both investment and sense of place along Delta Avenue. The City’s Master Plan calls for the creation of a “Central Business District” for this area that would differ from the automobile- and parking-oriented commercial areas. Implementation of this CBD zoning should be prioritized and need not wait for a full update of the zoning ordinance. Review the User’s Guide to Code Reform—published by the League, MEDC, and other partners—for best practices and a model Main Street zoning ordinance.

Identify a tax abatement toolkit to support investment. Building rehab and new construction are challenging in Gladstone, as construction costs are high relative to commercial rents and residential prices. The City has many options for supporting housing

investment by deferring new tax revenue (e.g., Housing TIF, PILOT, Neighborhood Enterprise Zones), whether on Delta Avenue or in the surrounding neighborhood. The Commercial Rehabilitation Act (PA 210) and Commercial Redevelopment Act (PA 255) are similar tools the City can use to support commercial investment. An understanding of these options—and a willingness to use them—can help Gladstone recruit developers to rehab buildings and fill gaps in the business district.

Offer a lighter-weight version of façade grants.

During our meetings, local business owners expressed that available funding was not enough to allow for major building rehab, and that certain requirements—e.g., building liens—were too burdensome for small projects. To help make visible improvements quickly, focus a portion of the DDA’s grant capacity on relatively small-dollar improvements—e.g., signs, painting, awnings, or lighting—and adjust requirements for the owner. Given the DDA’s fiscal year start of April 1, consider a spring (rather than fall) call for projects to make funds available as early as possible and ensure funded projects can begin immediately.

Long Term (1–4 years)

Implement a vacant/dangerous structure program.

The Center for Community Progress publication *Revitalization in Michigan* outlines various options and statutory authorities that Gladstone can consider to go beyond its existing application of property maintenance code to monitor, evaluate, and manage vacant and blighted properties.

Opportunity 3: Case Study

Downtown Farmington Sign & Façade Grants:

Farmington’s DDA—the 2026 winner of the Great American Main Street Award—offers both a façade grant for large projects and a small “sign grant” topping out at \$4,000 per property. The sign grant, which emphasizes “three-dimensional, symbolic, projecting signs,” is a low-cost way for Farmington to improve the appearance of the public realm while also serving a direct need of operating businesses. downtownfarmington.org/resources/doing_business/incentive_programs.php

Opportunity 3: Resources

1. [Enabling Better Places: User’s Guide to Code Reform:](#)
2. [Revitalization in Michigan: A Guide to Transforming VAD Properties Through Code Enforcement:](#)
3. [Michigan Commercial Rehabilitation Act:](#)
4. [Michigan Commercial Redevelopment Act:](#)



FACADE GRANT PROGRAM

Funding Available Beginning October 1, 2026

Program Purpose

The Gladstone Downtown Development Authority (DDA) Façade Grant Program provides a simple and accessible funding opportunity for businesses and property owners seeking to make smaller, highly visible improvements to properties within the Gladstone DDA District.

The program is intended to reduce barriers for projects that can make an immediate positive impact on the appearance, character, and pedestrian experience of the district.

Eligible Properties and Applicants

Eligible properties must:

- Be located within the Gladstone Downtown Development Authority District; and
- Have a commercial, business, or other use determined eligible by the DDA.

Properties used exclusively for residential purposes are not eligible. Mixed-use properties may be eligible when the proposed improvement primarily benefits the commercial portion of the property or improves the overall exterior appearance of the building.

Applications may be submitted by:

- The property owner; or
- A business tenant occupying an eligible property, with written authorization from the property owner.

The DDA reserves the right to determine property, applicant, and project eligibility consistent with the purpose of the program.

Tenant Applicants and Property Owner Authorization

Business tenants are eligible to apply for grant funding with the written authorization of the property owner.

When the applicant is a tenant, the property owner must provide written authorization confirming that the owner:

- Owns the property where the proposed improvements will occur;
- Has reviewed and approves the proposed improvements;
- Authorizes the tenant to submit an application for DDA grant assistance;
- Authorizes the approved work to be performed on the property; and
- Understands that DDA grant funding may be provided for the approved improvements.

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

Property-owner authorization does not make the property owner responsible for the tenant's required financial contribution unless otherwise agreed between the parties.

The DDA's approval of a tenant-sponsored project does not modify or supersede the terms of any lease or other agreement between the property owner and tenant. Applicants are responsible for ensuring that proposed improvements are permitted under their lease or other applicable agreements.

Grant Funding

The Façade Grant Program will provide funding according to the following structure:

- **Maximum DDA Grant:** \$5,000
- **DDA Contribution:** Up to 75% of eligible project costs
- **Applicant Contribution:** Minimum 25% of eligible project costs
- **Property Lien:** None

The applicant is responsible for a minimum of 25% of eligible project costs and 100% of project costs exceeding the amount eligible for DDA reimbursement.

Projects exceeding the amount necessary to receive the maximum \$5,000 grant may still be considered; however, the DDA contribution will not exceed \$5,000.

Grant awards are subject to the availability of DDA funds and are not guaranteed.

Eligible Improvements

The program is intended primarily for exterior improvements that are visible from a public street, sidewalk, public parking area, or other publicly accessible area and that contribute to the appearance or pedestrian experience of the DDA District.

Eligible improvements may include:

- New or improved business signage;
- Projecting, blade, or pedestrian-oriented signs;
- Removal of obsolete or deteriorated signage;
- Exterior painting;
- Awning installation, replacement, or repair;
- Decorative exterior lighting;
- Window and door improvements;
- Minor masonry or exterior repairs associated with a visible improvement;
- Architectural details and storefront enhancements;
- Restoration of historic or original architectural elements;

Gladstone

DOWNTOWN DEVELOPMENT AUTHORITY

- Siding repair or replacement when part of an exterior visual improvement;
- Permanent planters, window boxes, or similar placemaking elements; and
- Other exterior improvements determined eligible by the DDA.

This list is intended to provide guidance and is not exhaustive. The DDA may consider other improvements that are consistent with the purpose and intent of the program.

Generally Ineligible Improvements

The following improvements are generally not eligible for Façade Grant funding:

- Building additions or expansions;
- New construction;
- Demolition;
- Roofing replacement or repair;
- Parking lot improvements or paving;
- Curb or public sidewalk replacement;
- Utility or infrastructure repairs or upgrades;
- Interior improvements;
- Temporary repairs;
- Routine maintenance that does not result in a meaningful visible improvement; and
- Improvements that do not materially contribute to the exterior appearance, storefront, or pedestrian experience of the property.

The DDA reserves the right to determine whether a proposed expense or improvement is eligible for reimbursement.

Application Requirements

The Façade Grant is intended to have a streamlined application and approval process.

Applicants will be required to provide:

- A completed application and brief project description;
- Current photograph(s) of the property and proposed project area;
- Contractor or vendor estimate(s) or quote(s);
- Rendering, material information, color information, sign design, or similar documentation when applicable;
- Property-owner authorization when the applicant is a tenant; and
- Information regarding required zoning, building, sign, or other permits or approvals, when applicable.

The DDA or Grant Administrator may request additional information when reasonably necessary to determine project eligibility or evaluate an application.

No mortgage, promissory note, or property lien is required under this program.



Application Review and Award Priorities

Applications will be reviewed based on factors including:

- Eligibility of the property, applicant, and proposed improvements;
- Visibility and anticipated impact of the improvement;
- Compatibility with the building and surrounding district;
- Contribution to the pedestrian and streetscape experience;
- Project readiness;
- Compliance with applicable City requirements; and
- Availability of program funds.

Prior receipt of grant funding does not automatically make an applicant or property ineligible for future assistance. The DDA may consider previous awards, the amount of prior assistance, the nature of the proposed project, available funding, and the number of first-time applicants when making subsequent awards.

The DDA retains discretion to approve, partially fund, defer, or deny an application based on available funding and the purposes of the program.

Project Approval and Commencement of Work

Projects must receive written grant approval before work begins or eligible materials are purchased.

Costs incurred and work commenced before written grant approval are not eligible for reimbursement unless specifically authorized in writing by the DDA or Grant Administrator.

Grant approval does not constitute zoning, building, sign, or other regulatory approval. Applicants are responsible for obtaining all permits, licenses, and other approvals required for the proposed work before commencing the portion of the project requiring such approval.

Projects must comply with all applicable City ordinances, codes, and other regulatory requirements.

Contractors and Project Work

Applicants are responsible for selecting and contracting with qualified contractors or vendors.

When required by law or applicable City regulations, work must be completed by a properly licensed contractor. Contractors may be required to provide proof of licensing, insurance, a completed W-9, or other documentation reasonably required by the City before grant funds are released.

Applicants are responsible for ensuring that contractors, subcontractors, suppliers, and vendors are paid in accordance with their respective agreements.



Project Completion

Approved projects must be completed within **twelve (12) months** of the date of grant approval by the City Commission.

An extension may be granted by the DDA for good cause, including contractor delays, material availability, weather, permitting delays, or other circumstances reasonably beyond the applicant's control.

Significant changes to the approved project scope, design, materials, or cost must be submitted for approval before the modified work is undertaken if the applicant intends to seek grant reimbursement for that work.

Grant Payment and Reimbursement

Grant funds will be disbursed following completion of the approved work.

Before final grant payment, the applicant may be required to provide:

- Paid invoices or receipts documenting eligible project costs;
- Proof of the applicant's required financial contribution;
- Photographs showing the completed improvements;
- Documentation demonstrating that required permits or approvals have been obtained and finalized, when applicable; and
- Any other reasonable documentation necessary to verify completion of the approved project.

The DDA or Grant Administrator may inspect the completed project before final payment.

When appropriate due to the nature or cost of a project, the DDA may authorize progress payments or another payment arrangement in advance.

The DDA will reimburse only eligible and approved project costs and will not exceed the amount of the approved grant award.

Sale of Property, Change in Tenancy, or Business Closure

Grants awarded through the Façade Grant Program are not secured by a mortgage or property lien.

The subsequent sale or transfer of a property, expiration or termination of a tenant's lease, closure or relocation of a business, or change in occupancy will not, by itself, require repayment of grant funds, provided the applicant complied with the terms and conditions of the grant award.

Whenever practical, grant funding should support improvements that provide a lasting benefit to the building, storefront, streetscape, or DDA District.

**Misuse of Grant Funds and Repayment**

The DDA may withhold payment, terminate a grant award, or require repayment of grant funds if:

- Grant funds were obtained through materially false or misleading information;
- Funds were used for an unapproved or ineligible purpose;
- The applicant materially deviated from the approved project without authorization;
- Required project work was not completed; or
- The applicant otherwise materially violated the terms of the grant agreement.

Any repayment requirement will be determined by the DDA based upon the circumstances and amount of grant funding involved.

Program Administration and DDA Discretion

The Gladstone Downtown Development Authority reserves the right to interpret these guidelines, determine eligibility, establish application periods, prioritize applications, adjust grant awards based on available funding, and approve or deny applications consistent with the purposes of the program.

Submission of an application does not guarantee funding.

The DDA may amend, suspend, or discontinue the Small-Scale Façade Improvement Grant Program based on funding availability, program demand, or other DDA priorities.

THE DEPOT PLANNING PROPOSAL

Purpose

The purpose of this report is to establish realistic funding, bidding, and construction timeline for The Depot based on completed site planning and the current preliminary construction estimate.

Staff recommend a phased approach that allows the DDA to preserve funding already identified for capital improvements, competitively bid Phase One in fall 2026, and complete construction over the FY 2026-27 and FY 2027-28 budget years. This approach will provide actual contractor pricing before the final FY 2027-28 appropriation is established and allow construction to proceed according to contractor availability and seasonal conditions.

Project Estimate

The July 29, 2026 preliminary estimate divides the project into two construction phases.

- **Phase One – Pavilion and Site Improvements:** Phase One has an estimated construction cost of \$302,270, plus a 10% contingency of \$30,227, for a total of \$332,497. The detailed estimate is enclosed later in this packet.
- **Phase Two – Playground:** Phase Two is estimated at \$193,072, including contingency, with approximately \$167,520 attributed to playground equipment and installation.

Staff recommend tentatively planning Phase Two for FY 2028-29, with construction targeted for summer 2028. This allows the DDA to focus resources on Phase One while providing time to pursue outside funding and competitively price the playground.

During this period, staff can pursue the DNR Recreation Passport Grant Program; solicit additional playground proposals; refine site and excavation costs; incorporate "What's to Come" signage illustrating the future locomotive-themed playground; and evaluate the MEDC Public Spaces Community Places crowdfunding program as a potential funding source once Phase One is complete and community awareness has grown.

FY 2026-27 Funding

Staff recommend preserving the following FY 2026-27 DDA capital appropriations for Phase One, subject to DDA approval and any necessary budget amendments:

Funding Source	Amount
248-537-970.008 (Capital Outlay – The Depot)	\$70,000
248-537-970.005 (Farmers Market Structures)	\$25,000
248-537-751.013 (Streetscape Enhancements/Inventory)	\$23,500
Total Potential Funding:	\$116,500

The Farmers Market pergola project is not anticipated to proceed this fiscal year. Similarly, the streetscape appropriation was established while exploring the conversion of a portion of 10th Street into green space, which is not anticipated to proceed at this time.

Based on the preliminary Phase One estimate, approximately \$215,997 would remain after applying the \$116 identified above. The actual FY 2027-28 funding requirement will not be known until competitive bids are received.

Item 6.

MACC Grant

The City has approximately \$21,000 in MACC grant funding associated with The Depot, with a current expenditure deadline of December 31, 2026. Given the project schedule, completion by that date is not possible.

Staff has contacted the grant administrator regarding a possible extension through September 2027. The grant may also assist with eligible engineering/design expenses. Until an extension is approved, staff recommends that the DDA not rely on these funds when determining the base funding necessary for Phase One.

Purchasing and Competitive Bidding

The City's Purchasing and Bidding Policy requires an RFP for purchases exceeding \$10,000. For expenditures exceeding \$50,000, the RFP must also be published in the Action News, with contracts generally awarded through sealed competitive bidding.

Staff proposes initiating the Phase One bidding process in September 2026. The bid package would solicit pricing for the complete Phase One scope rather than dividing the project into separate contracts based on fiscal year.

Bidding the complete phase provides an actual market price before establishing the FY 2027-28 appropriation, creates clear responsibility for project coordination and completion, and allows the contractor to establish an efficient construction sequence while the City controls expenditures through its appropriations and contract terms.

Proposed Construction and Funding Schedule

September–Fall 2026

- Finalize and advertise construction bid documents.
- Solicit and receive sealed competitive bids.
- Conduct a pre-bid meeting/site visit if appropriate.
- Evaluate bids and present a recommended contractor for approval.
- Establish the final Phase One contract amount and FY 2027-28 funding requirement.

Fall 2026–March 31, 2027

Following contract award, the contractor may perform work that can reasonably and efficiently occur before winter or fiscal year-end, potentially including excavation, grading, foundations, or utility preparation.

Total FY 2026-27 expenditures would not exceed the amount appropriated and authorized. Staff does not recommend performing work simply to exhaust current-year funding; construction sequencing should be based on sound construction practices, weather, contractor availability, and project efficiency.

FY 2027-28 / Spring 2027

The DDA would appropriate the remaining amount necessary to complete Phase One based on the accepted competitive bid. Full construction would begin or resume as weather permits in spring 2027, with completion targeted during the 2027 construction season.

Recommended Direction

Staff recommends that the DDA:

- Confirm Phase One as the immediate construction priority, with the playground planned separately for a future phase.
- Preserve approximately \$116,500 in identified FY 2026-27 funding for Phase One, subject to any necessary budget amendments.
- Authorize staff to prepare and solicit competitive bids for the complete Phase One scope, targeting September 2026.
- Establish the FY 2026-27 appropriation as the maximum expenditure prior to April 1, 2027, while allowing limited early construction when practical.
- Plan to appropriate the remaining Phase One cost in FY 2027-28 based on the accepted competitive bid.
- Continue pursuing an extension of the MACC grant and apply available proceeds toward eligible project costs.
- Target spring 2027 for full construction activity and completion during the 2027 construction season.
- Tentatively plan Phase Two/playground construction for summer 2028, allowing time to pursue grant funding, competitive proposals, and other funding opportunities.

Recommended Motion: Motion to approve the proposed phased funding, bidding, and construction plan for The Depot project as presented; to designate Phase One – Pavilion and Site Improvements as the immediate construction priority; to preserve approximately \$116,500 in identified FY 2026-27 DDA funding for Phase One; and to authorize staff to prepare and solicit competitive bids for the complete Phase One scope in accordance with the City's Purchasing and Bidding Policy.

Project: The Gladstone Depot

Project Number: 25-4697

Date: 07-29-2026

Project Estimate - Option 1B				
Construction Costs				
Type	Unit		Cost per Unit	Cost
Phase One				
Excavation	3400	SF	\$ 5.00	\$ 17,000.00
Demolition	725	SF	\$ 6.00	\$ 4,350.00
Pavilion - Structure	1400	SF	\$ 135.00	\$ 189,000.00
Bathroom	72	SF	\$ 135.00	\$ 9,720.00
Plumbing	N/A	N/A	N/A	\$ 10,000.00
Electrical	1400	SF	\$ 20.00	\$ 28,000.00
Picnic Tables	4	Tables	\$ 1,300.00	\$ 5,200.00
Concrete Sidewalks/Slabs	2200	SF	\$ 15.00	\$ 33,000.00
Landscaping	500	SF	\$ 10.00	\$ 5,000.00
Moving Power Pole	N/A	N/A	N/A	\$ 1,000.00
SubTotal				\$ 302,270.00
Contingency	10%	N/A		\$ 30,227.00
TOTAL PHASE ONE				\$ 332,497.00
Phase Two				
Excavation	1600	SF	\$ 5.00	\$ 8,000.00
Playground	1600	SF	From Manufacturer	\$ 167,520.00
SubTotal				\$ 175,520.00
Contingency	10%	N/A		\$ 17,552.00
TOTAL PHASE TWO				\$ 193,072.00
Design Costs				
Schematic Design	N/A	N/A		\$ 3,000.00
Preliminary Design	N/A	N/A		\$ 6,000.00
Project Estimate	N/A	N/A		\$ 1,500.00
TOTAL FOR ENTIRE PROJECT				\$ 536,069.00

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PROJECT TITLE:

"THE DEPOT" COMMUNITY GATHERING SPACE

CITY OF GLADSTONE

GLADSTONE, MI

OWNER:

CITY OF GLADSTONE

1100 DELTA AVE

GLADSTONE, MI 49837

DESIGNER:



Dynamic Design
Group, inc.

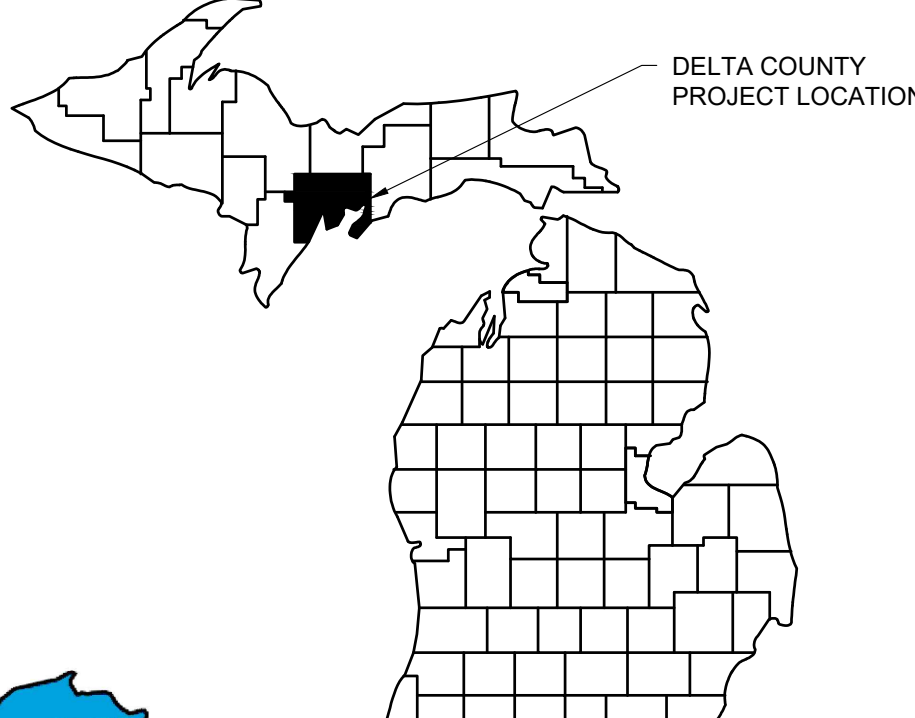
Engineers—Architects—Project Managers

ddm design document manage

Dynamic Design Group, Inc.
P.O. Box 1064
900 1st Ave. So., Ste. A Escanaba, MI
ph.: 906.786.3300 fax: 906.233.7391
email: gen@ddgi-ddm.com
www.ddgi-ddm.com

	<u>Fox Valley MEP, Inc.</u>	
Electrical Engineer	Mechanical Engineer	Plumbing Engineer
Steve Vaccaro	Matthew Wickstrom	Nic Knorr
email: stevev@fvmep.com	email: mattw@fvmep.com	email: nick@fvmep.com
phone: 815.600.6618	phone: 920.370.7070	phone: 715.570.0115

LOCATION MAPS



DELTA COUNTY
PROJECT LOCATION



THREE FULL WORKING DAYS
BEFORE YOU DIG, CALL THE
"MISS DIG" SYSTEM AT
1-(800)-482-7171 OR 811



BUILDING AND CODE DATA	
CODES REFERENCED: 2021 MICHIGAN BUILDING CODE 2021 MICHIGAN MECHANICAL CODE 2021 MICHIGAN PLUMBING CODE 2023 NATIONAL ELECTRIC CODE (NEC) 2017 ICC/ANSI A117.1 - ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES 2021 MICHIGAN COMMERCIAL ENERGY CODE	
BUILDING DATA: AREA: NEW: PAVILION = 1400 SF	

SHEET INDEX		
SHT. NO.	TITLE SHEET	SHEET/ISSUE DATE
G0.1	TITLE SHEET	08-14-2026
C1.1	SURVEY AND EXISTING SITE/UTILITIES PLAN	08-14-2026
C1.2	PROPOSED SITE PLAN AND PROPOSED UTILITIES PLAN	08-14-2026
A1.1	PROPOSED FLOOR PLAN AND EXTERIOR ELEVATIONS	08-14-2026

JOB NO.: 26-4697

SET DATE: 08-14-2026

PRELIM DESIGN - NOT FOR CONSTRUCTION

G0.1



PRELIMINARY NOT FOR CONSTRUCTION

"THE DEPOT" COMMUNITY GATHERING SPACE

CITY OF GLADSTONE

GLADSTONE, MI 49837

REVISION	DATE

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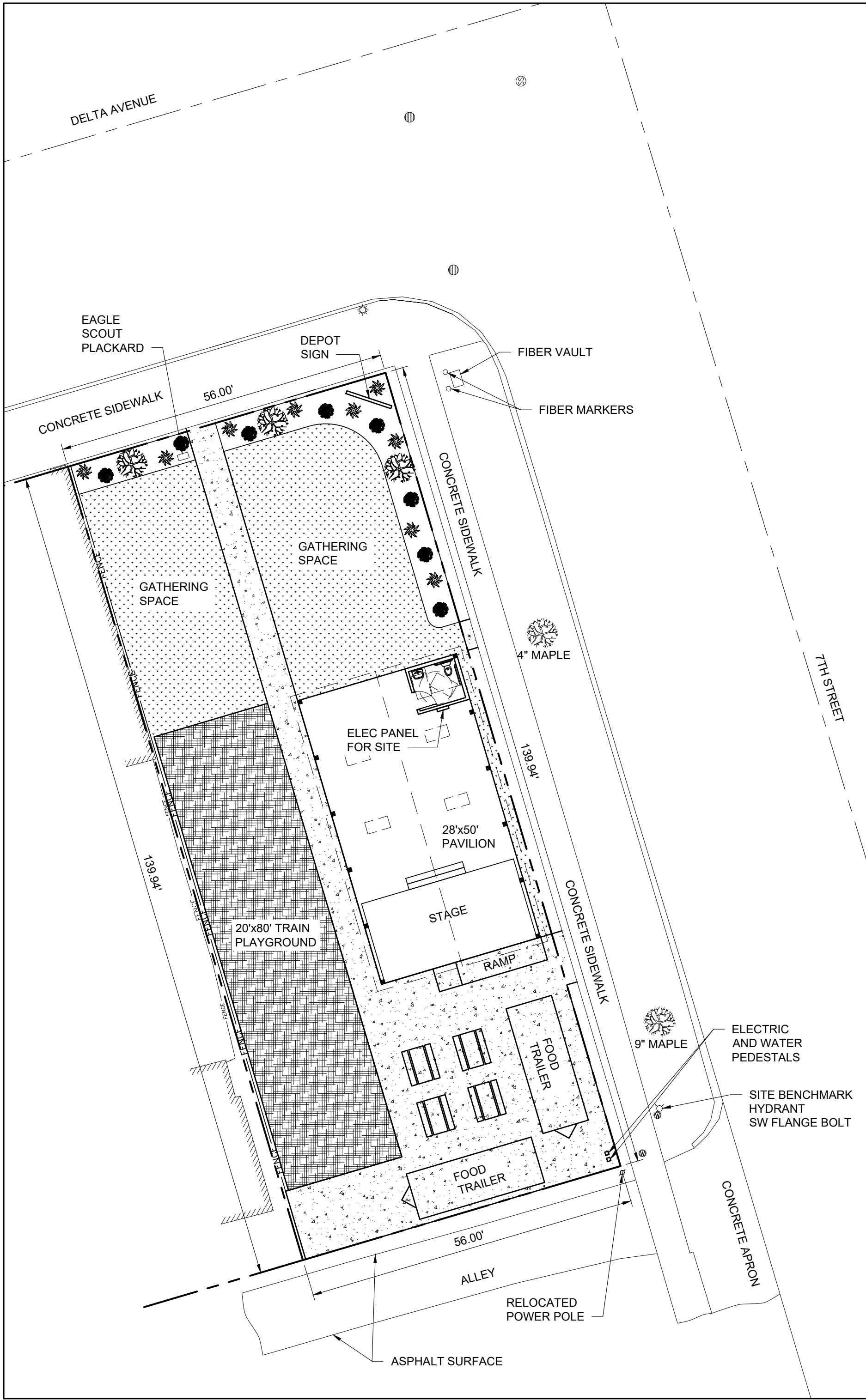
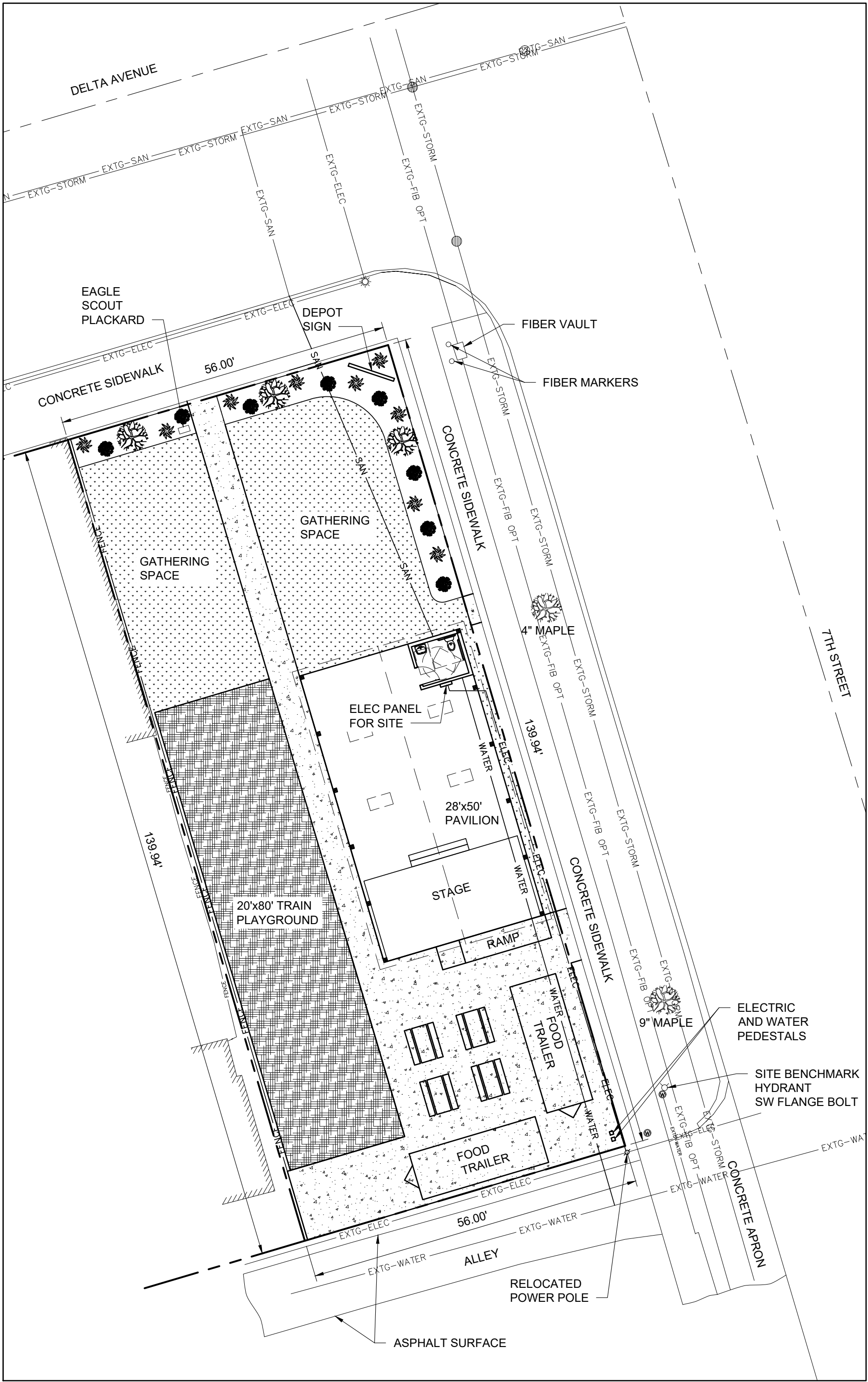
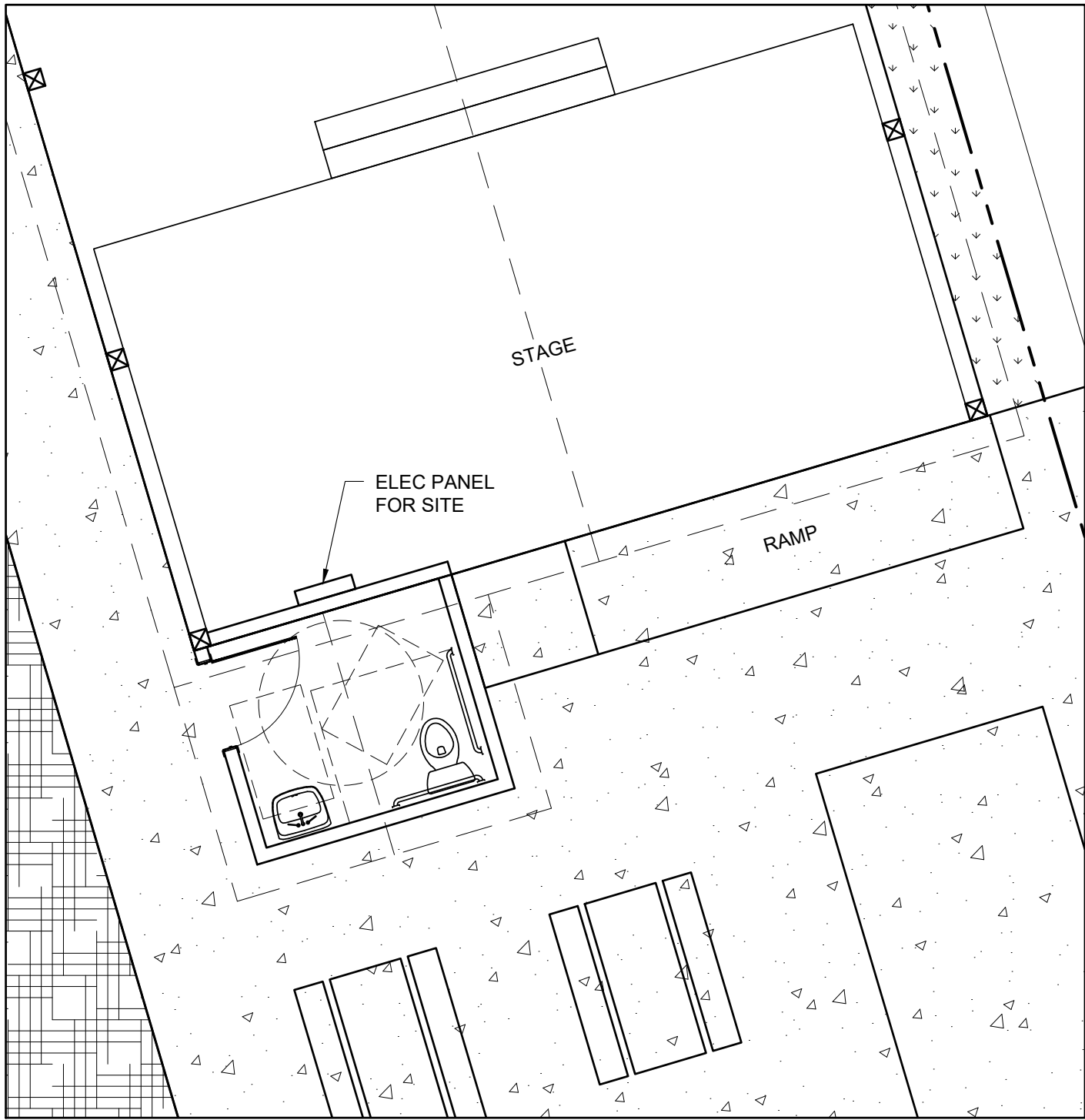
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Checked By	DSB

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Job No. 26-4697

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CIVIL KEY		
EXTG-STORM	EXISTING UNDERGROUND STORM	NEW CONCRETE
EXTG-WATER	EXISTING UNDERGROUND WATER	RUBBER SURFACING
EXTG-TEL	EXISTING OVERHEAD/UNDERGROUND PHONE	LANDSCAPING
EXTG-GAS	EXISTING UNDERGROUND GAS	ALL EXISTING GRASS AREAS AFFECTED BY WORK TO BE REPAIRED WITH TOPSOIL, SEEDED AND MULCHED
EXTG-SAN	EXISTING UNDERGROUND SANITARY	
EXTG-ELEC	EXISTING UNDERGROUND/OVERHEAD POWER	
EXTG-FIB OPT	EXISTING UNDERGROUND/OVERHEAD FIBER	
ELEC	NEW UNDERGROUND POWER	
WATER	NEW UNDERGROUND WATER	
SAN	NEW UNDERGROUND SANITARY	
		UTILITY POLE
		UTILITY POLE WITH LIGHT
		WATER VALVE
		FIRE HYDRANT
		SANITARY MANHOLE
		STORM MANHOLE



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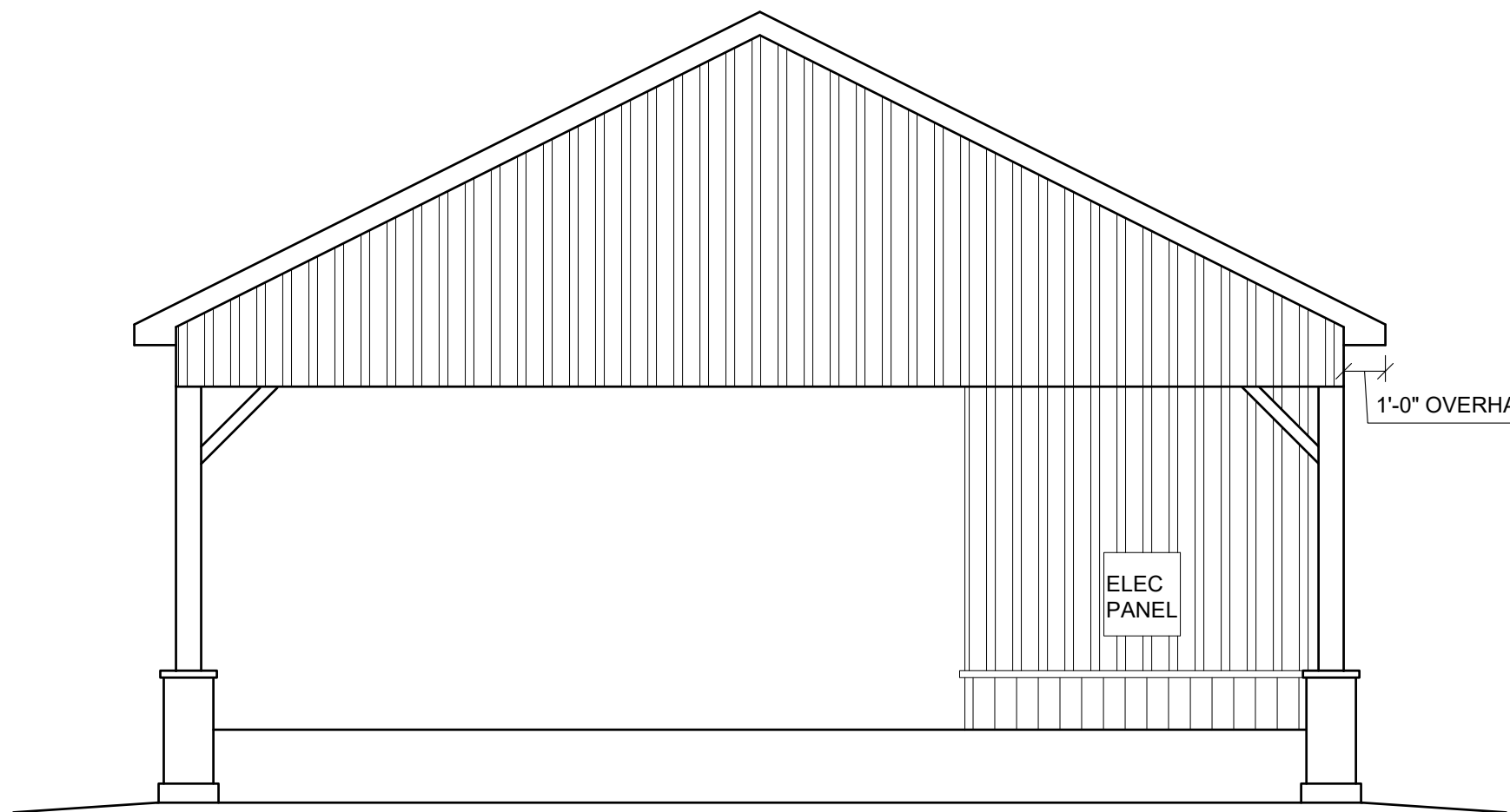
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"THE DEPOT" COMMUNITY GATHERING SPACE
CITY OF GLADSTONE
GLADSTONE, MI 49837

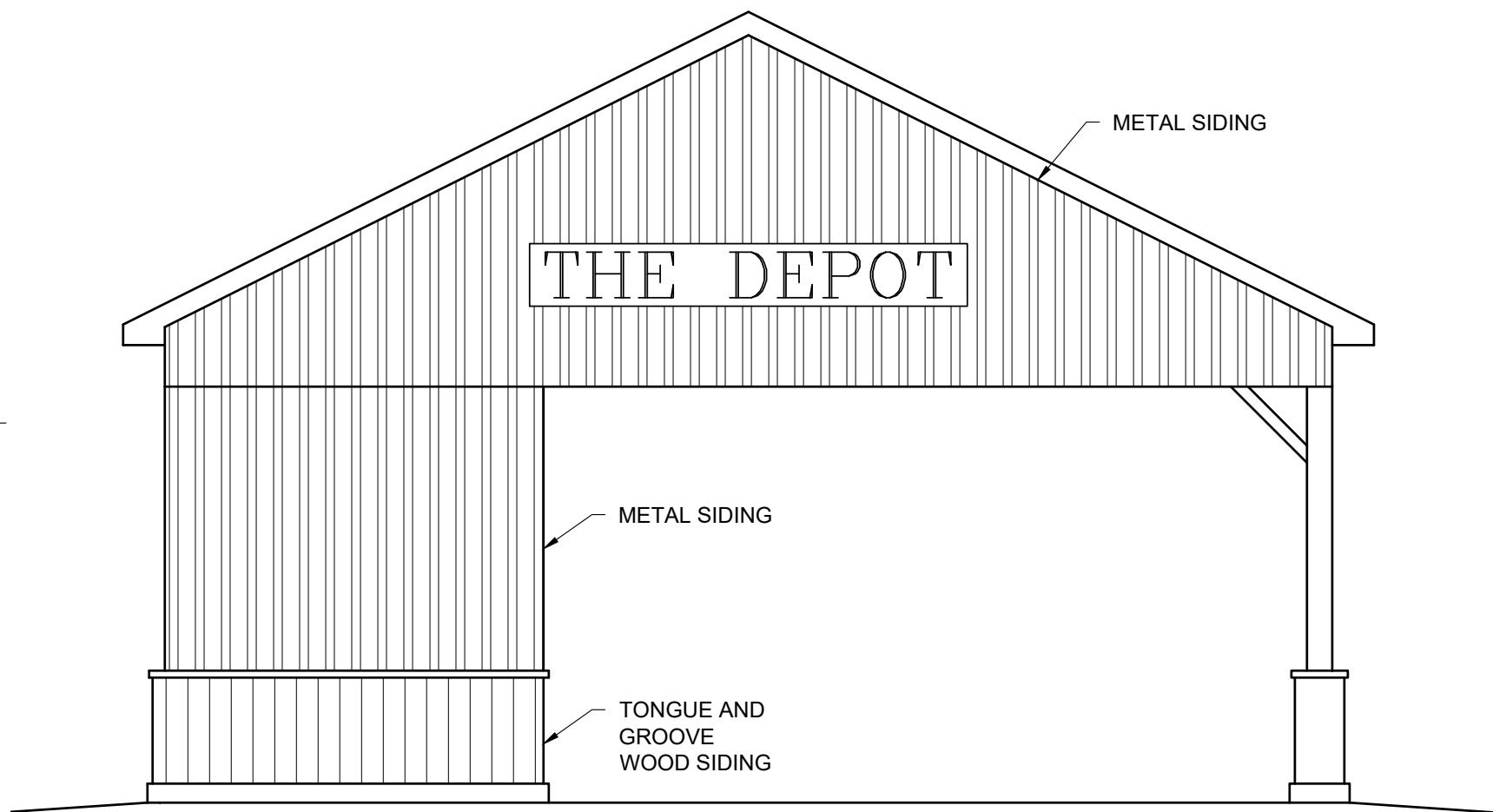
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Job No. 26-4697

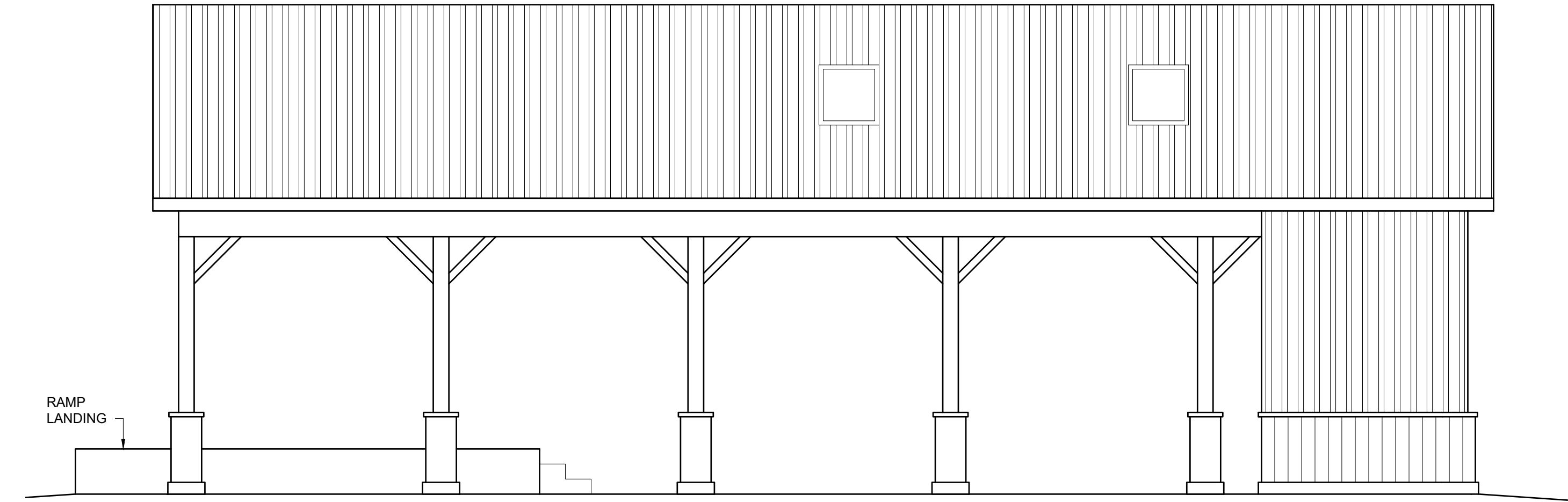
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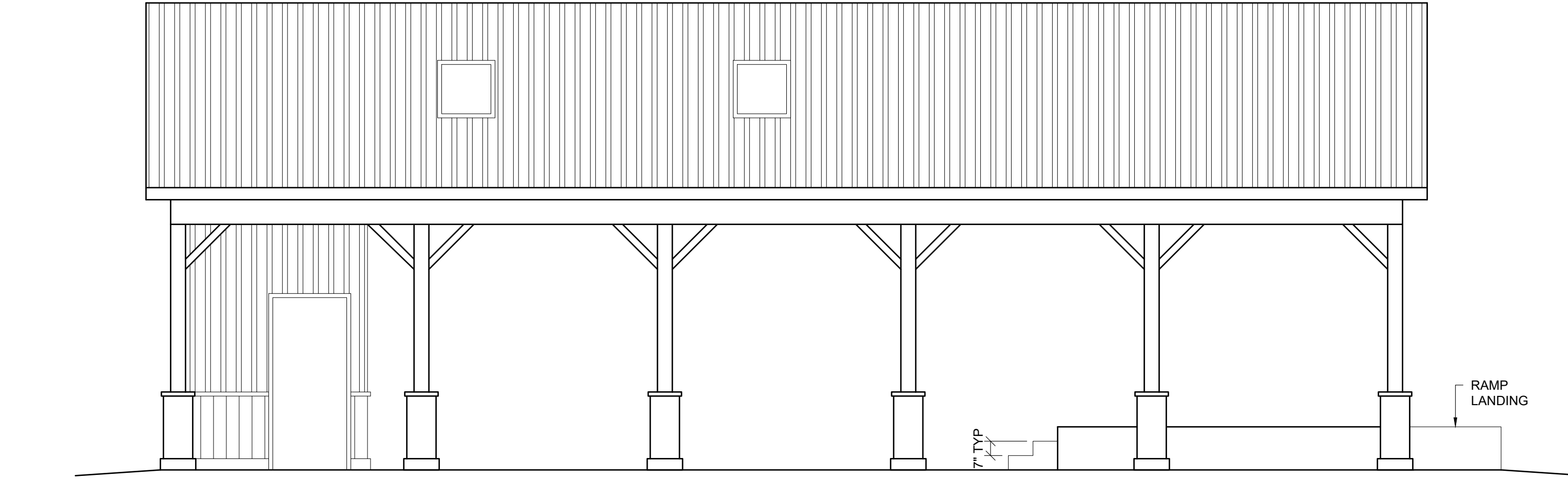
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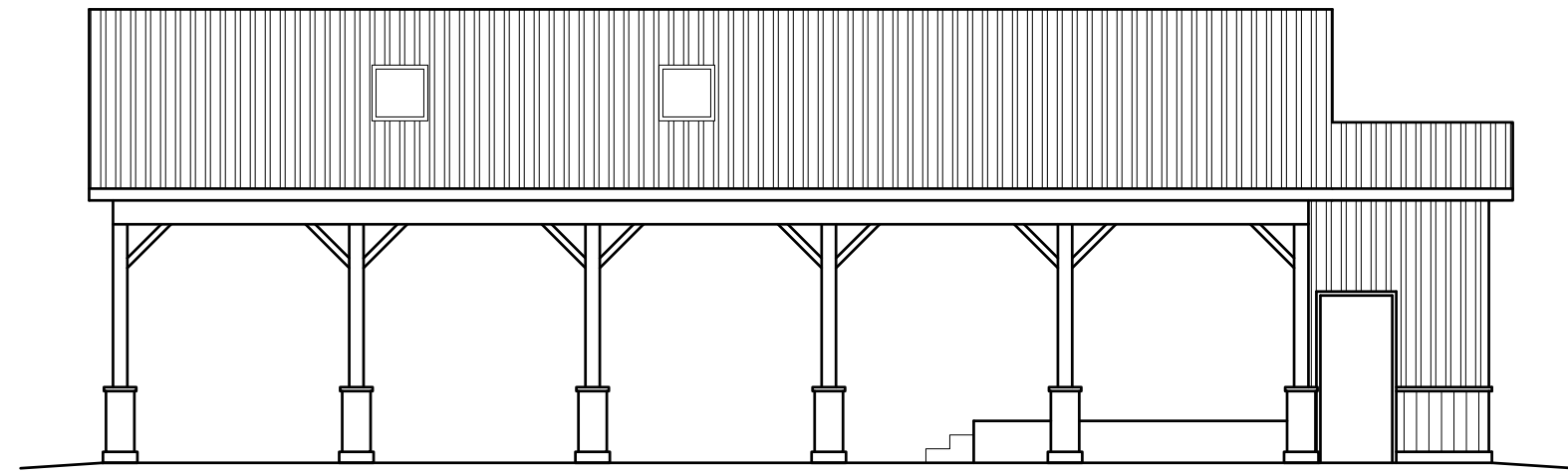
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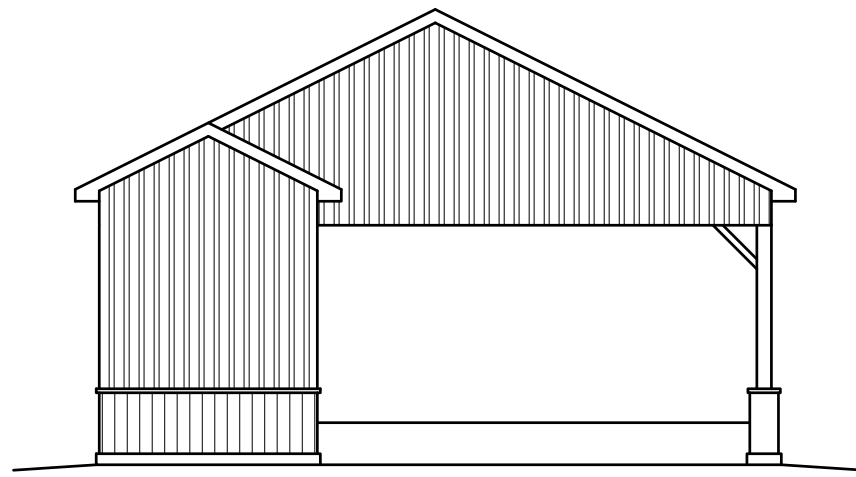
4 EAST ELEVATION
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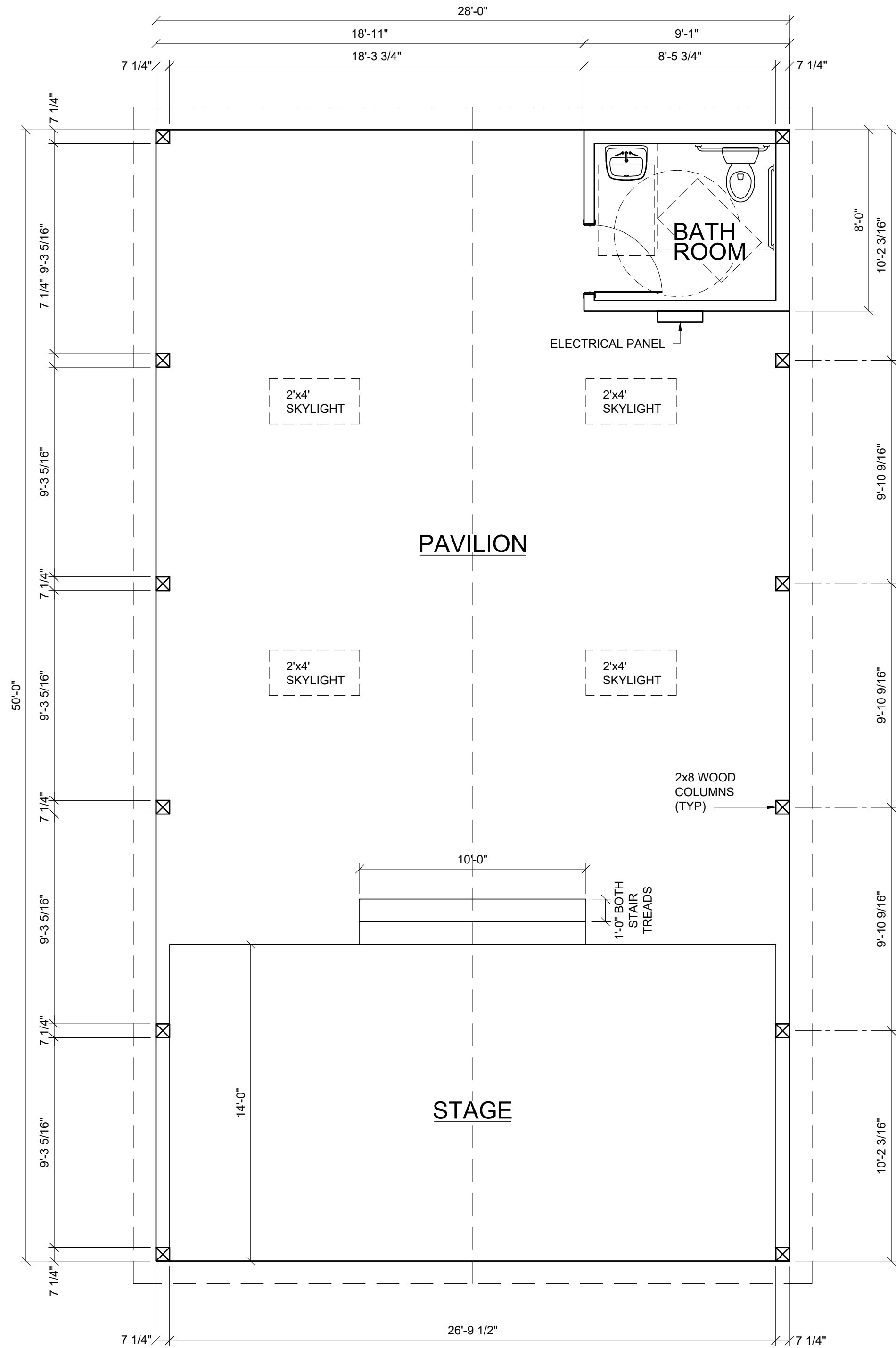
5 WEST ELEVATION
Scale: 1/4"=1'-0"



7 BATHROOM OPTION - WEST ELEVATION
Scale: 1/8"=1'-0"



6 BATHROOM OPTION - SOUTH ELEVATION
Scale: 1/8"=1'-0"



1 PROPOSED FLOOR PLAN
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Dynamic Design Group, Inc. Engineers—Architects—Project Managers ddgi design document manage	
Project Title "THE DEPOT" COMMUNITY GATHERING SPACE CITY OF GLADSTONE GLADSTONE, MI 49837	
Date	08-14-2026
Drawn By	MJB
Checked By	DSB
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Job No.	26-4697

Did You Know?



Ways to save energy and money — brought to you by your local utility

Your local utility provider has partnered with Efficiency United to help all customers use less energy and save more money. Whether you are a residential, commercial, or industrial customer, we offer rebates to help make your home or business more energy efficient.

Residential customers may qualify for:

- Energy efficiency rebates
- Increased incentives for income-qualified customers

Commercial & industrial savings include:

- Rebates for high-efficiency HVAC equipment, HVAC controls, and more
- Custom rebates tailored to your unique needs

APPLIANCE RECYCLING

Need to get rid of an old appliance? Our appliance recycling program makes it easy to dispose of your old equipment. Simply schedule a pickup, and we'll recycle it at NO COST.

And the best part is: YOU GET PAID! If your fridge or freezer is still in working order, we'll pay you a \$50 rebate to recycle it for you.

Recycling rebates include:

- \$50 per refrigerator or freezer
- \$20 per dehumidifier*
- \$20 per room air conditioner*
- \$15 per mini-refrigerator or mini-freezer*

*Room air conditioners, dehumidifiers, mini-refrigerators, and mini-freezers can only be recycled at the same time as a refrigerator or freezer, and all appliances must be in working condition.

SAVE ENERGY. SAVE MONEY.

Take advantage of Efficiency United's rebates and on-line Marketplace to make your home more comfortable and energy-efficient: instant discounts on energy-saving products, rebates for insulation and HVAC upgrades, and lower energy bills year-round. Start saving today.

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AUGUST 29, 2026 | GLADSTONE, MI

**GET YOUR TICKETS AT
WALLY'S BAR
BAY COLLEGE BOX OFFICE
or ONLINE**



**GET YOUR
TICKETS ONLINE**



Streets Prohibited for Snowmobile/ORV Use

13th Street from Superior Avenue to Minneapolis Avenue

10th Street

9th Street between Railway Avenue to Minneapolis Avenue

Lake Shore Drive

4th Street

Michigan Avenue from US 2 & 41 to 3rd Street

South Hill Road from Keeton Street eastward toward US 2 & 41

Delta Avenue from US 2 & 41 to 4th Street

Note: City Street Signs marked with a red sticker indicate these prohibited routes for snowmobile/ORV use.

City of Gladstone Approved Access Points in City Parks

VanCleve Park Access Points

- Pram Dock Area
- West of Skate Park

Lake Shore Drive/Marble Avenue

City Commission Adopted: 06-22-2015
Revised: 07-27-2026